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UNITED STATES DEPARTMENT OF AGRICULTURE
Director of Information
Washington

July 1, 1944

OFFICE OF INFORMATION MEMORANDUM NO. 68

Printing and Binding Allotments, Fiscal Year 1945

Following the practice of recent years, the Office of Information will again make allotments of funds to the bureaus and agencies of the Department to provide for job printing and the printing of administrative instructions for the current fiscal year. These allotments will not include printing and binding for activities authorized under the Farm Labor Act, nor those authorized under the funds appropriated to the War Food Administration.

The Agricultural Appropriation Act for 1945 provides the sum of \$1,100,000 for Department printing and binding, or \$100,000 less than the 1944 appropriation. Please bear in mind that it will be necessary to hold requests for funds to the minimum consistent with effective operations. Any increases over last year must be justified. The Office of Information will again retain the funds for the printing of publications. This plan provides a flexible arrangement for publication printing under wartime conditions, and has proved most satisfactory during the past year.

Any questions or problems regarding printing funds should be referred to Mr. McCormick, Executive Assistant of this Office.

Please fill out and return the attached job printing-estimates form by July 31, but do not include estimates for printing out of labor funds or War Food Administration funds.

With respect to emergency field printing, we have requested authority from the Joint Committee on Printing to use \$85,000 for this purpose. The usual procedure will be followed in procuring field printing and reporting expenditures therefor. If any employees who procure field printing are not familiar with this procedure they should be properly instructed. See Department Regulation No. 1355.

Keith Himebaugh

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BUREAU OR AGENCY

Estimates for Job Printing and Administrative Instructions:

Job Work:

| | |
|-------------|-------|
| Forms | _____ |
| Letterheads | _____ |
| Binding | _____ |
| Total | _____ |

Administrative Instructions:

| | |
|------------------------------------|-------|
| Congressional Documents* | _____ |
| Instructions & Information | _____ |
| Service & Regulatory Announcements | _____ |
| Other | _____ |
| Grand Total | _____ |

Justification for estimated expenditures in excess of 1944 expenditures:

* Include only amounts for printing requisitions to be made by your agency, but do not estimate for material to be requested from the Legislative Reports and Service Section, B&F.

